



JOINT READINESS TRAINING CENTER AND FORT POLK
CPAC, NON-APPROPRIATED FUND (NAF)
FORT POLK, LOUISIANA 71459-5341



*"ARMY CIVILIAN PERSONNEL PROFESSIONALS--
HELPING LEADERS MEET THE MISSION"*



**NAF NEWS BULLETIN
NUMBER 3**

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NAF EMPLOYEES ARE A VALUABLE ASSET OF THE ARMY TEAM

As a NAF employee, you are one of our most valued resources. You are now a member of the Army team making an important contribution to the military community. We are committed to excellence. Teamwork, cooperation, and customer satisfaction are essential in providing the best possible service for our military personnel, their families and other members of the military community. We value all our customers. Our customers are the reason for our services and our jobs.

NAF employees are not legally deemed to be employees of the Federal Government for the purposes of laws administered by the Office of Personnel Management. NAF policies, procedures, and entitlements relating to employees paid from appropriated fund (Civil Service) and those relating to NAF are different except where specifically identified by law.

Detailed information regarding employment can be located in AR 215-3, NAF Personnel Policy. For questions about any specific conditions of employment, or clarification on various issues, contact your supervisor or your servicing NAF personnel representative for assistance.

Duty, honor, integrity, courage, loyalty, respect, and selfless service, make up the Army ethic or values. As civilian employees of the Army, we are committed to the same values as our uniformed military team members.

The Department of the Army is an equal opportunity employer. That means that positions are filled without regard to race, marital status, color, religion, age, sex, lawful political affiliation, labor organization membership, physical disability, or national origin. Also, positions are filled on the principles of merit. Employees are hired, promoted, and reassigned based on their qualifications for the job and any requirements of the law.

YOU AND YOUR SUPERVISOR

The day-to-day management of your activity and its employees is the basic responsibility of your immediate supervisor. The role of the supervisor is to provide guidance and to help you do your job better. Your supervisor is responsible for and has the authority to:

1. Select or separate employees
2. Approve leave requests and certify time and attendance
3. Set performance standards and goals
4. Assign work and evaluate performance
5. Train and develop subordinates
6. Recognize performance with appropriate awards
7. Discipline employees as necessary
8. Review employee grievances and resolve complaints
9. Determine requirements to conduct business based actions

You and your supervisor are working together

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to provide highly professional services to customers. Your supervisor will answer any questions you may have concerning the performance of your job. If there is something you do not understand about your job, discuss it with your supervisor. If problems still exist and questions cannot be answered or resolved by your supervisor, you may discuss the matter with the next higher level of supervision.

NAF JOB DESCRIPTIONS OR POSITION GUIDES

Your job description or position guide was provided to you assuring that you will be aware of the duties of your job. Ask questions if you do not fully understand what is required of you. It is not necessary for your position guide or job description to identify every duty you perform. It is important that you fully understand that they do not restrict the assignment of duties to you by your supervisor and that refusal to perform properly assigned and reasonable tasks may result in disciplinary action. If you question the validity of an assignment, discuss the matter with your supervisor's supervisor.

All NAF employees in the United States and US citizens employees overseas have the right to file a position classification complaint concerning their own positions. Complaints may be filed on the accuracy of the position, official title, series, grade, or pay category. The installation commander issues final decision on classification complaints for all NF and CC pay band positions. For NA, NL, and NS positions the installation commander issues decisions on the initial complaint. The employee has the right to grieve the installation commander's decision to Department of Army. If the complaint is not resolved at DA, the employee has the right to grieve the decision to the Office of Personnel Management (except for a decision on the accuracy of the job description) for final determination.

WE'VE BEEN ASKED

Q: A NAF Supervisor asks, "I supervise NL employees (NAF leaders) whose wages are less than a couple of their NA employees (NAF trades, crafts, laboring). Is there any provision for adjusting the pay of the leaders so that they will be paid more than the employees they lead?"

A: Unfortunately, there are no provisions for adjusting the pay of the NAF leaders who lead NAF prevailing rate employees (NA) whose pay exceeds that of the leader.

Q: Is a full time civil service (GS, WG, 40hrs per week) employee permitted to also be a part-time (less than full time) NAF employee?

A: Section 5533 of title 5, United States Code, precludes pay from more than one position for more than an aggregate of 40 hours in 1 calendar week. This prohibition is applicable to employees in either appropriated or NAFI positions or a combination thereof, including temporary and intermittent appointments. Where an overpayment occurs in violation of this statute, the indebtedness is always to the United States and not to the NAFI and is subject to the waiver provisions of section 5584 of Title 5, United States Code. This law is not applicable to enlisted off-duty military personnel in relation to their military duty; however, in the event an off duty military member is appointed to more than one position the 40 hour aggregate is applicable to the NAFI position.

Exceptions to the above restrictions are made for experts and consultants or for individuals compensated by fees paid on other than a time basis (such as a fee for serving as an umpire for a ball game), or for an employee who occupied the same two positions as of 1 December 1964.

A LITTLE HUMOR

The fisherman says to the warden, "I did not catch these lobsters, they are my pets. Everyday I come down to the water and whistle and these two lobsters jump out and I take them for a walk only to return them at the end of the day."

The warden, not believing him, reminds him that it is illegal to fish without a license. The fisherman turns to the warden and says, "If you don't believe me then watch," as he throws the lobsters back into the water.

The warden says, "Now whistle to your lobsters and show me that they will come out of the water."

The fisherman turns to the warden and says, "What lobster?"

ARTICLES FOR BULLETIN

If you have suggestions, topics or articles that you would like addressed in future bulletins, submit them to:

Civilian Personnel Advisory Center
NAF Branch
ATTN: Bill R. Chance
7041 Radio Road
Fort Polk, LA 71459

Or you can call 531-4955/6631. If at all possible, suggested topics will be addressed.

//ORIGINAL SIGNED//
DONALD R. MALLETT
Director, Civilian Personnel
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